



The HIGH ROAD

"Preserving public confidence in public servants."

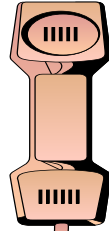
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Hawaii State Ethics Commission

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WHEN DO YOU NEED ETHICS ADVICE?

You've heard it before – call the State Ethics Commission if you have a question about ethics. We provide confidential ethics advice to all state employees and officials. But do you really know *when* to call for advice? Can you recognize situations that are likely to raise questions about ethics? Here are some suggested times to contact our office for advice.



- ▶ **Gifts.** If you receive a gift (including prizes and awards) from a person or business that has dealings with your state office or is subject to state action that you take.
- ▶ **Trips.** If any person or business offers to pay for your travel expenses for a state business trip.
- ▶ **Extra compensation.** If you are offered an honorarium, extra compensation, or anything of value (other than your regular state salary) for performing your official duties.
- ▶ **Use of state resources for private business.** If you are using state time, equipment, facilities, personnel, the state seal, stationery, or other state resources for private business purposes.
- ▶ **Fundraising.** If you are planning to engage in fund raising activities for your state office.
- ▶ **Soliciting donations.** If you are planning to solicit private donations on behalf of your state agency.
- ▶ **Substantial financial transactions with subordinates.** If you are planning to engage in a substantial financial transaction with your supervisor or with one of your subordinates, or with persons or businesses that you inspect or supervise.

▶ **Conflicts of interests involving your own financial interests.** If you may be taking official action affecting your own financial interests or a business in which you have a financial interest. Note that a "financial interest" includes an employment, ownership or stock ownership, and a directorship or officership in a business.

▶ **Conflicts of interests involving your family's financial interests.** If you may be taking official action affecting your spouse's or children's financial interests or a business in which your spouse or children have a financial interest.

▶ **Outside employment and other new financial interests.** If you are planning to acquire a new financial interest (such as an employment) in a business that may be subject to official action by you.

▶ **Representing others before your agency.** If you are planning to assist or represent a person or business, for pay, before your own state department or agency.

▶ **Representing others on matters you have worked on.** If you are planning to assist or represent a person or business, for pay, on a matter in which you have been officially involved, or will be officially involved.

▶ **State contracts.** If you plan to contract with the State or have a significant interest in a company that contracts with the State.

▶ **Termination of state service.** If you will be leaving state service and plan to obtain other employment, particularly in the private sector, after you leave state service.

If you find yourself in any of these situations, do not hesitate to contact the State Ethics Commission for advice. And of course, if at any other time you have an ethics question, call us!

COMMISSION SUBMITS 2001 LEGISLATIVE PACKAGE TO LEGISLATURE

The Hawaii State Ethics Commission submitted its package of ethics legislation to the 2001 Legislature. The Commission's legislative package includes the following measures:

Bill Relating to Conflicts of Interests. This bill will expand the conflicts-of-interests section of the State Ethics Code. Currently, the law prohibits state officials and employees from taking official action affecting a business in which they, their spouses, or their dependent children have a financial interest. This bill will prohibit officials and employees from also taking official action affecting a business in which their parents, siblings, emancipated children, and household members have a financial interest. (S.B. No. 901, H.B. No. 1092)

Bill Relating to the Use of Washington Place for Campaign Activities. This bill will prohibit the use of Washington Place for campaign events. (S.B. No. 902, H.B. No. 1093)

Bill Relating to the Salary of the Executive Director of the State Ethics Commission. This bill will return to the State Ethics Commission the authority to set the salary of its executive director. Currently, the executive director's salary is set by state statute. (S.B. No. 903, H.B. No. 1095)

Bill Relating to Governmental Employee Organization Meetings Held During State Working Hours. This bill will prohibit governmental employee organizations (unions) from using meetings conducted during state working hours for campaign activities unless the organizations reimburse the State for the cost of state employee salaries and fringe benefits for any state time used. (S.B. No. 904, H.B. No. 1094)

Bill Relating to the Enforcement of the Lobbyists Law. This bill will decriminalize the Lobbyists Law, Chapter 97, HRS, and allow the Commission solely to enforce the Lobbyists Law. Currently, infractions of the law are referred to the Attorney General for prosecution as petty misdemeanors with a one-year statute of limitations. This bill will allow the Commission to enforce the law as a civil law (with civil fines of up to \$500 for each violation) and will increase the statute of limitations for lobbying violations to six years. (S.B. No. 905, H.B. No. 1096)

Resolution Requesting a Study to Ascertain What Laws, Rules, or Other Measures May Be Put in Place to Address Possible Conflicts of Interests of the Members of the Legislature. This resolution encourages the Legislature to undertake a study to ascertain what measures may be adopted to address the conflicts of interests of its members. (S.C.R. No. 5, H.C.R. No. 15)

The Commission's legislative package, including the text of each measure and its current status, can be found on the Hawaii State Legislature's web site at www.capitol.hawaii.gov.

■ DOWNLOADABLE FORMS NOW AVAILABLE ■ ON COMMISSION'S WEB SITE!

Is your financial disclosure form buried somewhere on your desk? Have you misplaced your lobbyist expenditures statement form? Don't stress out hunting for your lost forms. We now have the following downloadable forms on our web site:

- ▶ Financial Disclosure Form (D-201)
- ▶ Amendment Financial Disclosure Form (D-103A)
- ▶ Gifts Disclosure Form (GD1)
- ▶ Gifts Disclosure Form - Additional Sheet (GD2)
- ▶ Lobbyist Registration Form (LREG)
- ▶ Lobbyist Expenditures Statement (LRL)
- ▶ Organization Expenditures Statement (LRO-E)

The forms are available in both *WordPerfect* and *Word* format and can be filled out on your computer and printed on standard, letter-size paper for filing.

Instructions for downloading the forms can be found on our web site at www.state.hi.us/ethics.

Click on the link for *Downloadable Forms*.

The High Road is a publication of the Hawaii State Ethics Commission.

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